



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

FINANCIAL ANALYST IV

PN# 112581

HOUSING and COMMUNITY DEVELOPMENT

FINANCE

FINANCE & ADMINISTRATION

601 SAWYER, 4TH FLOOR

MONDAY-FRIDAY, 8:00 am-5:00 pm*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Develop, coordinate, monitor, analyze, reconcile and update various reports, records, projects and plans in HUD’s Integrated Disbursement and Information System (IDIS) and the City’s financial system.
- Oversee data collection, entry and reconciliation relative to IDIS.
- Process budget transfers and amendments and assist in maintenance of the Match Log and reprogramming.
- Participate in the project review process and act as a liaison to external agencies and organizations.
- Performs other duties as requested.

10 **WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Finance, Accounting, Business Administration, Finance or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of professional experience in finance, economics, budget analysis or a closely related field are required. A Master’s degree in Business Administration, Accounting, or a closely related field may be substituted for two (2) years of above experience requirement.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

At least 2 years of analytical experience combined with 1 year or more of practical budget/accounting experience. Individual must be a quick learner, team player, self-motivated, good communicator and possess strong written skills. Individual must be able to multi-task and follow directives.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a test.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 25

\$1,501 - \$2,173 Biweekly \$39,026 – \$56,498 Annually

18 **OPENING DATE**

August 16, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer